



Citizen Review Checklist

The Citizen Review Process is required for all Rezoning, Zoning Ordinance Text Amendments, Zoning Stipulation Amendments, Council Approved Amended Development Standards, and City Council Site Plan Approvals. *If you are filing an application for any other type of project, this is not the correct form.* If you are filing for a General Plan amendment, you must comply with resolution 5135 for neighborhood involvement. For all other applications, you need a Neighborhood Involvement Packet provided by your Project Coordinator. Please contact your Project Coordinator for more information.

This packet has been prepared in conformance with and as a supplement to Sect. 1.305 C, Citizen Review Process of the Zoning Ordinance. The Zoning Ordinance and Checklist requires the applicant to prepare both a Citizen Review Plan and Report. Additional notification is required for the public hearing process pursuant to State Statutes and the Zoning Ordinance of the City of Scottsdale.

January 31, 2003

(Note: This replaces the former Citizen Review Process Checklist dated 7-11-00)

Citizen Review Process Requirements

The Goal of the Citizen Review Process is to ensure notification and community involvement prior to the filing of a formal application. Sect. 1.305 C, Citizen Review Process of the Zoning Ordinance requires that the applicant prepare both a Citizen Review Plan and Citizen Review Report. Steps 1-4 below outline the requirements for the Citizen Review Plan while Step 5 is the requirement for the Citizen Review Report.

Step 1: Provide a written statement to your Project Coordinator, at least two weeks prior to the first open house meeting, outlining the information below. This written statement is your Citizen Review Plan.

(1) How many neighborhood meetings will be held

(2) Where and when they will be held

(3) How and when neighbors will be notified

(4) Who will be notified

(4) When the 'Project Under Consideration' sign will be posted and what it will say

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Step 2: Post the Project Under Consideration Sign - (4'x4' Black and White sign) post on-site according to the City's "Project Under Consideration" posting requirements (see attached) at least ten (10) calendar days prior to the first open house meeting. The sign shall include the following:

- Project Information: description of the proposed zoning change, site plan or stipulation modification, or zoning text amendment
- Time, Date and Location of the open house meeting/s
- Applicant and City Staff Contact Information- contact persons and phone numbers to call for more information
- City's web site address:
www.scottsdaleAZ.gov/projects/ProjectsInProcess

Keep in mind, an affidavit of sign posting with a time/date stamped photograph of the sign is required with the Citizen Review Report to confirm posting.

Step 3: Send a letter by first class mail to surrounding property owners and interested parties at least ten (10) calendar days* prior to the open house meeting. Include the following parties:

- All property owners within a 750-foot radius of the site property lines (use Maricopa County Assessor's Office property owner information)
- Scottsdale, Paradise Valley, Carefree and/or other applicable School Districts*
- All homeowner associations (HOA's) located within the 750-foot radius (applicant to locate HOA's and addresses)

* School districts shall be notified 30 days prior to filing the formal application when the rezoning is from a non-residential to a residential district or when it results in greater residential densities.

The letter must include the following information:

- Time, date and location of the open house meeting,
- Applicant and City staff contacts, telephone numbers and email addresses
- City case file number
- City web site address.
- A detailed description of the project and information concerning the applicant's request.
- Preliminary site plan and/or project location map of the project.

Step 4: Hold the Open House Neighborhood Meeting onsite or at a location near the site, within 45 days prior to your formal submittal.

Provide the following:

- Sign-in sheets
- Comment sheets
- Written summary of meeting.

Keep in mind, the sign in and comment sheets, along with a written summary of the meeting will be included in the Citizen Review Report.

Additional Open House Meeting(s)- in some cases more than one applicant-held Open House may be required by the City of Scottsdale Project Coordinator. Additional open house meetings have the same requirements and shall be advertised in the same manner as the first Open House.

Step 5: Complete a Citizen Review Report- All citizen outreach and input shall be documented in the Citizen Review Report and shall be submitted with the formal application.

The Citizen Review Report should include:

A. Details of the methods used to involve the public including:

1. Dates and locations of all meetings and all other contacts where neighbors were invited to discuss the applicant's proposal.
2. Copies of letters or other means used to contact neighbors, the school district, and HOA's. Provide the dates mailed, number of mailings, and the listing of addresses.
3. Map showing where notified neighbors are located.
4. Open house sign-in sheets, list of people that participated in the process, comment sheets and written summary of the comments provided at the open house meeting.
5. Completed affidavit of the sign posting with a time/date stamped photo. An example of an affidavit is attached.
6. Completed affidavit of mailing to property owners within 750'. An example of an affidavit is attached.

- B. A written summary of the comments, issues, concerns and problems expressed by citizens during the process including:
1. The substance of the comments, issues, concerns and problems.
 2. The method by which the applicant has addressed or intends to address the issues, concerns and problems identified during the process.

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